

Approved For Release 2004/10/27 : CIA-RDP80M00165A002900090093-3

DCI/IC-74-0774

12 June 1974

LETTER OF INSTRUCTION

25X1

FOR: Deputy Chief, Collection and Processing Assessment Division

SUBJECT: Duties

1. During the next twelve months, I expect you to accomplish the following on my behalf and under my guidance in support of this Division:

-- Direct and manage the daily functioning of the Division as an administrative entity. In this capacity, you are responsible for all administrative matters, including but not limited to the evaluation of personnel performance, employee discipline, promotion and training, acting as the supervisor and reviewing officer in the chain of command for all CPAD professional and clerical employees, assignment of duties, supervision of daily work, review of all incoming mail for assignment of action and cognizance, and finally, office management matters such as procurement of equipment, and preparation of budget and fiscal submissions.

-- Assist in creating and maintaining a staff to fulfill the objectives of the Division.

-- Work with the officer designated as the Secretary of the PAD Council of the IRAC to ensure that appropriate objectives and perspectives of the DCI are carried out through this body.

-- Work out an outline of intended actions to review community HUMINT activities in accordance with the guidance of the D/DCI/IC and submit for my approval.

-- Maintain liaison with designated USIB Committees through those personnel assigned the Division with direct responsibility for IC Staff representation in Committee meetings. Ensure that all USIB Committee actions within the assigned purview of the Division are noted and reported for the D/DCI/IC and for the IC Staff.

SECRET

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Subject: Duties (DC/CPAD)

-- Complete work in producing the first iteration of a DCI "Community Collection Coordination Paper" in the area of Peripheral Ocean Reconnaissance. Work with both CIA and the ASD(I) in this matter, keeping me and the appropriate members of the IC Staff informed.

-- Act as the focal point within the Division for KIQ Evaluation with respect to collection and processing systems.

-- Ensure close and continuing cooperation and coordination with other elements of the IC Staff through close daily contact.

-- Act as the Division Director in my absence. I expect you to maintain a continuous awareness of Division actions such that you can step in and run the Division with no notice or delay, and with full responsibility and authority. I expect that my duties will require my absence from the office on official travel on the order of 15-20 percent of the time. This is your most important responsibility.

/s/

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Distribution:

1 - DC/CPAD

- 1 - CPAD Admin
- 1 - CPAD Chrono
- 1 - (spare)
- 1 - IC Registry

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